

HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

ENERGY APPLICATION REQUIREMENTS

All requirements listed below **MUST** be provided to our office at the time of scheduled appointment. Additional documents may be required. Only complete packets will be accepted, which includes verification for **ALL MEMBERS OF THE HOUSEHOLD**. **Any incomplete application or documentation will not be accepted and will result in a forfeit of the appointment.**

VERIFICATION DOCUMENTS:

- Home energy expense: statement or notice.** If the bill is not in a household members' name, a letter from the account holder stating the reason for being in their name is required.
- Identification (One (1) form for EACH member of household – No more than 1 year expired.**
- Adults:**
- Driver's license or State ID
 - Immigration verification (green card)
 - Military Photo ID
 - VA Identification card with DD214
 - Passport
 - Certificate of Naturalization
- Minors: Exemption: If not available, no ID required for newborns within first 60 days**
- Driver's License or State ID
 - Immigration verification (green card)
 - Birth certificate
 - Immunization records, with government seal or letterhead; passport
 - Certificate of Naturalization
- Social Security Number Verification (One (1) form for EACH member of household)** - documentation must include full name and full social security number:
- Exemption: If not available, no SS required for newborns within first 60 days**
- U.S. Social Security Administration (SS card)
 - Official **STAMPED** document from: Florida Department of Children and Families
 - U.S. Department of Veteran's Affairs
 - U.S. Internal Revenue Service
 - Official school documentation (i.e. transcripts)
- Two (2) separate verifications of Hillsborough County residency with physical address** - at least one verification must be at current physical address:
- Driver's license or state ID
 - Current lease agreement
 - Mortgage Statement
 - Homestead Exemption Documentation
 - Verification of Home Ownership
 - Rent receipt listing: date, property address, landlord's name and contact information (excluding motel, hotel, or extended stay receipts)
 - Public utility (water, gas, electric) bill **NO Counter Bills**
 - Vehicle registration
 - Voter registration card
 - Verification of child school enrollment
 - Recent historical record of residence documented through a County department or other social service agency's case record
 - Canceled mail (envelope) from a federal, state, or county agency
 - Declaration of Domicile recorded **STAMPED** with the Clerk of the Circuit Court of Hillsborough County
- Verification of citizenship or residency status (One (1) form for EACH member of household):**
- U.S. Passport
 - Consular Report of Birth Abroad (Form N600 or replacement N565)
 - Certificate of Naturalization (Form N-550 or N-570)
 - I-551 Permanent Resident "Green Card"; if the card does not have an expiration date, it must have I-551 on the back in the bottom right corner to be valid
 - I-94 Refugee Status granted indefinitely
 - I-94 Asylee Status granted indefinitely
 - I-94 stamped "Temporary I-551 Evidencing Permanent Residency"
- Income Guidelines** Gross income at or below **60 percent state median income for households of 8 members or less, or a households gross income of no more than 150 percent of the Federal Poverty Guidelines for households with 9 or more members**
- Verification of income (Gross income for ALL household members for the past 30 days, from day of appointment:**
- Employment pay statement
 - Award letters or print out for: SSA benefit
 - Unemployment
 - Temporary Assistance for Needy Families (TANF)
 - Affidavit of Support, Child Support, Alimony, Workman's Compensation, Pension/Retirement/Cost of living allowance
 - Strike Benefits from Union Funds
 - Foster Independent Living Programs payments
 - Annuity/Insurance
 - Education Assistance (allotted for living expenses)
 - Long term/Short Term Benefits
 - Rental income receipts or statements
 - Bank Statement (eBay, PayPal, and cash deposits only)
 - Crimes Compensation letter
 - Other income (**If applicable: Employment Verification form; Certificate of Relative/ Friend Financial Assistance form; Letter on letterhead from last employer with dates and gross wages**)
- For non-verifiable income (Self-Employment: Odd jobs or paid in cash, Cash from a relative or friend, or No income): Self-Declaration form**
- Verification of Resources:** Current award letters with benefit amount for: Food Stamps; Section 8/HUD/THA

Date: _____

Customer Name: _____

HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

MISSING ENERGY APPLICATION REQUIREMENTS

On the day of your appointment, all required documents were not submitted and eligibility could not be determined. Please schedule a new appointment and return with all the requirements presented today as well as the missing documents listed below.

1. Home energy expense: statement or notice if the bill is not in a household members' name, a letter from the account holder stating the reason for being in their name is required.

2. Identification (One (1) form for EACH member of household –
Missing Verification list names:

3. Social Security Number Verification (One (1) form for EACH member of household) documentation must include full name and full social security number:
Exemption: If not available, no SS required for newborns within first 60 days.
Missing Verification list names:

4. Two (2) separate verifications of Hillsborough County residency with physical address at least one verification must be at current physical address:

1. Residency 1 _____

2. Residency 2 _____

5. Verification of citizenship or residency status (One (1) form for EACH member of household)
Missing Verification list names:

6. Income Guidelines Gross income at or below **60 percent state median income for households of 8 members or less, or a households gross income of no more than 150 percent of the Federal Poverty Guidelines for households with 9 or more members**
Verification of income (Gross income for ALL household members for the past 30 days, from day of appointment.

7. Verification of Resources: Current award letters with benefit amount for: Food Stamps; Section 8/HUD/THA
